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Governor

STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION

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MINUTES

Name of Organization: Nevada Aging and Disability Resource Center
VD-HCBS Advisory Board Meeting

Date and Time of Meeting: March 18, 2014
1:00 p.m.

Note: The meeting will be held through a simultaneous videoconference conducted at the following locations:

Place of Meeting: Aging and Disability Services Division
Reno District Office
445 Apple Street
Reno, NV 89502

MINUTES

I. **Welcome and Introductions**

Ms. Pasquale called the meeting to order at 1:03 pm

Members Present: Sharon Duckworth, Grady Tarbutton, Julie Cryderman, Gary Whitfield, Ann Lehten

Members Absent: none

Staff Present: Wanda Brown, Cheyenne Pasquale

II. **Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.) None

III. **Advisory Board Purpose & By-Laws** (for possible action)

Cheyenne Pasquale gave an overview of the Advisory Board's purpose which is to provide recommendations to Aging and Disability Services Division (ADSD) in the development and planning for the Veteran Directed-Home and Community Based Services (VD-HCBS) program.

The Board reviewed the by-laws and recommended the following revisions:

Page 2 – 6.2.1 “Nevada will be working towards implementing this program in three separate Veterans Affairs service regions as designated by the three Veterans Integrated Service Networks (VISN) in Nevada”.

Page 2 – 6.3.1.F “Meet every other month or as needed to accept and review division reports and make recommendations.”

Page 3 – A. Authority The Division has sole responsibility to ensure that the program meets all federal and state standards.

Page 3 – 2. A. Review and make recommendations regarding the VD-HCBS project plans.

Page 3 – 6.4.1.A The SS Chief or ADRC Director and Project Manager shall appoint as voting members of the advisory board, up to 9 persons who have experience with or an interest in and knowledge of Nevada’s VD-HCBS program.

Page 4 – 6.6.2.B The draft meeting minutes will also be posted to the agency website within 45 days of the meeting.

Page 4 – 6.6.2.C Upon approval of the minutes, the final minutes will be posted to the agency website.

Page 5 – 6.8.2.A Each member of the Advisory Board will have 1 vote.

Julie Cryderman motioned to approve the by-laws as amended; Ann Lehtian seconded. All approved.

IV. **Election of Officers (for possible action)**

Julie Cryderman volunteered to be the co-chairperson. The group recommended that the chair person then be someone from the south. Ann Lehtian is the only member from the south. Ann accepted.

Gary Whitfield made a motion to elect Ann Lehtian to be the Chairperson and Julie Cryderman to be the Co-Chairperson. Grady Tarbutton seconded. All approved.

V. **ADRC Program Overview** – Cheyenne Pasquale, ADRC Project Manager
Cheyenne provided an overview of Nevada’s Care Connection: ADRC program including the mission, levels of service offered at physical sites and available services on the virtual resource center (www.nevadaadrc.com).

VI. **VD-HCBS Program Overview** – Cheyenne Pasquale, ADRC Project Manager

Cheyenne provided an overview of the VD-HCBS program which is a partnership between the state unit on aging, VA Medical Center, and the ADRC physical sites to provide access to home and community based services as an alternative to institutional care.

There are 3 components which include:

Veterans Support – assessment, service planning and ongoing support.

Program Oversight – reporting, data collection, and quality assurance.

Fiscal Management Services – employee management (hiring, payroll, etc)

The tools that are available as a result of the work that has been nationally that will give a lot of assistance in developing the program.

The process we will follow based on recommendations from the national technical assistance center will include the following steps:

FMS Procurement – recommending we develop our RFP for an FMS provider first, then piggy back onto an existing FMS contract that the state has.

Veterans Handbook – Develop the veterans handbook which will be a guide to self directed services. It can be very elaborate or simple, it is our choice.

Program Manual – we can utilize examples from other states to complete the handbook; will also work closely with the VAMCs to create buy-in and a sense of involvement to develop this component. This component will also include the development of program evaluation processes.

All of these items will help us to draft the VD-HCBS Readiness Assessment which has to be approved before we can enter into the Provider Agreement with the VAMCs.

Gary Whitfield and Sharon Duckworth noted it would be beneficial to have someone from the eligibility side of the VA on the committee to help with that component. Cheyenne will follow up with the technical assistance center to determine contacts.

The rollout of the program will be very small – 10-25 consumers per region. Also as recommended by the Feds, we will be piloting the program in Las Vegas, then will expand to the Elko area, and finally into the Reno area. To reach statewide coverage could take 2-3 years.

VII. **Next Steps (for possible action)**

We will start with the FMS procurement process. Reviewed two types of FMS Models:

Fiscal/Employer Agent (F/EA) – the program participant or representative is the common law employer of workers hired, trained and managed by the participant/representative. There are two sub-types which include:

Government F/EA – A government entity serves as the employer agent of participant employers.

Vendor F/EA – A for profit or non-profit organization performs the standard F/EA duties and can file and deposit taxes in aggregate on behalf of all participant employers.

Agency with Choice (AwC) – an agency is the employer of workers who provide service to the participant.

Grady recommended we find out what is currently being used in Nevada. It might be more beneficial, especially if we are to piggy back on an existing contract to know this information. Cheyenne will research and we can include this as an agenda item for the next meeting.

The group also reviewed the FMS questionnaire to get preliminary thoughts on the type of model we may be interested in for this project. This included initial discussion on:

- When a participant hires a worker, an agency would set the rates of pay for the worker.
- The “boss” of the worker would be the participant.
- Participants will be responsible for the majority of the training for the worker with option to get additional training from an agency.
- An agency should determine if a worker’s criminal background prohibits the worker from providing service. The Board agreed more research was needed on this regarding NRS requirements/implications.
- Participants will use their budgets to purchase a wide variety of services and will also purchase non-labor goods and services such as transportation or environmental modifications.
- Participants will generally be more than \$1000 a month.
- Participants are enrolled in this program and are likely to stay in the program for the foreseeable future.

The standard around the country is the Fiscal/Employer Agent model which is what our initial discussions are leaning towards. The group also discussed the idea of doing a couple of focus groups to get veteran feedback if there is time to do so. Need to keep them small and have very specific questions. The group will begin to research questions/format for the next meeting. No action taken at this meeting.

VIII. **Future Meeting Dates** – We will meet every other month with the next meeting to be in the afternoon on May 8, 2014 at 1:00 pm. Agenda items for the next meeting will include:

- Review and Discuss FMS Request for Proposal draft
- Discuss and Vote on Focus Groups
- Review Program Readiness Review
- Standard Item (review minutes from last meeting, etc)

IX. **Public Comment** (No action may be taken upon a matter raised under public comment period unless the matter itself has been specifically included on an agenda as an action item.)
None

X. **Adjournment**

Gary Whitfield motioned to adjourn the meeting; Sharon Duckworth seconded. All approved.

Meeting adjourned at 3:36 pm.